

## **FOIA Paralegal Specialist**

A Washington, DC-area contractor is seeking Freedom of Information Act (FOIA) Paralegal Specialists to provide paralegal and administrative support for a major federal agency. The positions are located in downtown Washington, DC.

Candidates will provide paralegal and administrative support for the Freedom of Information Act (FOIA) operations of a large federal agency. Routine tasks include logging in and processing of routine incoming requests for information and preparing and sending letters of acknowledgement without supervisory review. More advanced tasks may include review and redaction of records for release to FOIA requesters; preparing summaries and indices of redactions and withholdings; providing accurate page-counts and collation of paper files; and drafting transmittal correspondence under supervision of team leader.

Position requirements and desirable skills:

- 1) The FOIA Paralegal Specialist should possess a Bachelor's Degree in a relevant field
- 2) Required for this position: 2-5 years of experience as a paralegal with a major law firm, or working in a similar capacity for an agency at the federal, state, or local government level
- 3) Highly desirable for this position: At least one year of experience working with the Freedom of Information Act (FOIA), with knowledge of FOIA exemptions and document redaction techniques
- 4) Highly desirable for this position: Proficiency with at least one software application for document redaction (e.g., Redact-It, RapidRedact, etc.)
- 5) Familiarity with FOIA management and tracking software (e.g., FOIAXpress) is also desirable
- 6) Candidates should be able to read, edit, and redact large volumes of records with close attention to detail
- 7) Candidates should have strong writing skills, professional-level grammar, spelling and editing skills and the ability to accurately summarize and tabulate the contents and/or subject matter of large volumes of records
- 8) Candidates should have expert-level proficiency with MS-Word, MS-Excel, and Adobe Professional
- 9) This is not an entry-level position

Please contact PANUM: [hr@panum.com](mailto:hr@panum.com)